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*Services*

**OPERATION OF BASE THEATER**

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This instruction establishes procedures for the operation of the base theater at Francis E. Warren AFB (FEW) for such requirements as commander's calls, special meetings, training courses, and so forth. It applies to all organizations utilizing the base theater. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332/AFSPC Sup 1, *Privacy Act*, for documents containing privacy act information. For official use only information, comply with DoDR 5400.7, *DoD Freedom of Information Act Program*, Air Force Supplement/AFSPC Sup 1, Chapter 4. IAW AFI 33-360V1, 90SW SUP 1, paragraph 1.9., the 90th Mission Support Group Commander is designated approval authority for this publication. The signature block remains that of the 90th Space Wing Commander.

**SUMMARY OF REVISIONS**

This publication has been changed to reflect commander's support office instead of commander's office (paragraph 1.1. and paragraph 2.2.); updated telephone numbers and building numbers throughout the publication; and deleted theater inspection checklist. A bar ( | ) indicates change from the previous edition.

**1. Procedures for Scheduling and Reservation.**

1.1. The theater may be scheduled and reserved, by contacting the 90th Services Squadron, Commander's Support Office.

1.1.1. Ordinarily the theater is available from 0730-1630, Monday through Friday, except holidays. Requests for other time periods must be in writing and approved by the Commander, 90th Services Squadron.

1.1.2. Reservations will be in the order in which they are received. Requests for reservations on a recurring basis must be submitted in writing to the Commander, 90th Services Squadron.

1.1.3. All reservations, other than recurring, may be made by telephone at extensions 2188 or 2185.

1.1.4. Take into consideration the setup and breakdown time when making your reservation; for example, if your commander's call begins at 1000, you would want to make your reservation for 0900.

## **2. Keys.**

2.1. The key to building 150 may be picked up and signed for in building 215 by a representative of the using organization. The key will be returned to the 90th Services Squadron, Commander's Support Office. If after duty hours, return the key to the lodging front desk in building 216.

2.2. If a meeting is scheduled for 0730, the key may be picked up between 1600 and 1630 the day prior to the scheduled meeting.

## **3. Responsibilities:**

3.1. The agency utilizing the base theater is responsible for its operation during the time of use.

3.1.1. First sergeants or other designated individuals are responsible for ensuring theater is cleaned following use by their organization. All materials and equipment needed for cleaning must be provided by the using organization. Building 150 will be subject to inspection to ensure it is cleaned after being used. All equipment utilized during the course of the meeting will be returned to its proper place before leaving, such as tables, lectern, and so forth. Also, food and beverages will not be consumed during military or civilian functions.

3.1.2. Responsible commanders will be requested to take appropriate action when the theater is left in an unsatisfactory condition by their unit.

3.1.3. The theater office is strictly off-limits.

3.1.4. The projection booth is strictly off-limits, except to personnel approved by the Commander, 90th Services Squadron.

THOMAS D. SHEARER, Col, USAF  
Commander, 90th Space Wing